

EMPLOYMENT OPPORTUNITY

20 East Sixth Street • Tempe, Arizona 85281 • 480/350-8276 • TDD 480/350-8400
<http://www.tempe.gov>

Committed to Equal Opportunity and Reasonable Accommodation



REVISED

PUBLIC WORKS DIRECTOR (Public Works Department) Recruitment Code #300272

OPENING DATE: February 22, 2010

CLOSING DATE: March 22, 2010

ANNUAL SALARY RANGE

\$117,249 - \$158,286

Negotiable Upon Offer

This position is FLSA Exempt - ineligible for overtime compensation and/or compensatory time.

This position is unclassified, which means the employee or the City can terminate the employment relationship at any time, for any or no reason, with or without cause or notice.

Per the City of Tempe's Personnel Rules and Regulations, Rule 3, Section 301.B., this position requires that the successful candidate be a resident of the City of Tempe within a time period after their appointment date designated by the City Council or the City Manager, respectively.

MINIMUM QUALIFICATIONS

Education:

A Bachelor's degree from an accredited college or university in business management, public administration, engineering, environmental science or other related field. A Master's degree is preferred.

Work Experience:

Eight years of increasingly responsible management / administrative experience in at least two of the following areas:

- Engineering; and/or

- Field Services (solid waste collection/disposal & streets maintenance); and/or

- Facilities Maintenance; and/or

- Water or Wastewater Collection and Distribution; and/or

- Water or Wastewater Treatment

APPLICANT REQUIREMENT

Applicants are required to submit a cover letter, resume (including an e-mail address), and the attached supplemental questionnaire. If requesting veteran's preference, the appropriate DD214 must be attached at the time of application.

POSITION INFORMATION

The role of the Public Works Director is to oversee two major areas of the City – public works and water utilities. The Public Works Director is responsible for the management and maintenance of all City equipment; the construction and operation of city-owned facilities and infrastructure; parks maintenance; administration of field services including solid waste collection and disposal; streets

maintenance; transportation; water resources; environmental compliance to include water/wastewater; air quality and storm water; and the treatment, collection and distribution of water/wastewater. The Public Works Director determines departmental policies; plans long term programs; manages the department's budget and handles complex administrative duties.

In addition, the Public Works Director develops and promotes a solid relationship with the general public; City Council; City Manager; boards and commissions; various employee groups; other City departments; and other government entities.

REPRESENTATIVE DUTIES

(For the complete job description go to: <http://www.tempe.gov/jims/>)

- Administer, plan, and direct the activities of the following divisions / sections / programs: engineering, field services, transportation, water utilities, design and construction, infrastructure, streets, solid waste, transit, fleet, facility maintenance, parks maintenance, water resources, environmental compliance, plant operations, SROG and water/wastewater treatment, collection and distribution.
- Advise, consult and provide information to the City Manager regarding the Public Works Department and its programs.
- Manage the preparation of agenda items for the City Council, and other committees.
- Facilitate the development and review of staff reports related to capital improvements, and present reports to a variety of commissions, committees, boards and the City Council.
- Manage the evaluation, selection and administration of outside consulting contracts; and evaluate and prepare recommendations regarding the retention of consultants.
- Provide complex technical and administrative support to the City Manager and City Council on Department related matters; and manage special projects and research as assigned.
- Participate on a variety of boards and commissions; attend and participate in professional groups and committees; meet with and advise individual property owners and community associations on Department policy and matters; and make presentations before the City Council and other boards, commissions and community organizations.
- Respond to and resolve difficult and sensitive citizen inquiries and complaints.
- Facilitate long range planning for water utility capacity, infrastructure and city development needs.
- Confer with engineers, developers, architects, a variety of agencies and the general public in acquiring information and coordinating public works matters.
- Provide leadership and direction in planning and prioritizing tasks, strategic planning initiatives, and upholding the City's stated mission and values.
- Lead the City Manager's initiative to provide focused learning experiences and resources to improve performance and maximize leadership in the workplace.
- Administer and direct comprehensive programs; formulate and recommend policies, regulations and practices for carrying out the program; consult with and advise the City staff to coordinate the various phases of the policies, practices, ordinances and resolutions.
- Direct and participate in meetings with vendors, contractors, and consultants regarding the administration of work and/or contracts.
- Provide continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality customer service.
- Confer, advise and/or direct division heads on problems relating to activities within their division.
- Facilitate the resolution of employee relation issues as well as represent the City in matters of concern to associations representing City employees.

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- Advise and assist the City Manager, department management, and employees in a variety of work related matters including the interpretation and application of policies and processes.
- Direct, oversee and participate in the development of the department's work plan; assign work activities, projects and programs; monitor workflow; review and evaluate work products, methods and procedures.
- Coordinate activities with those of other City departments and outside agencies and organizations; prepare and present staff reports and other necessary correspondence.
- Supervise and participate in the development and administration of the department budget; direct the forecast of additional funds needed for staffing, equipment materials, and supplies; monitor and approve expenditures; and implement midyear adjustments.
- Select, train, motivate and evaluate personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
- Have a strong commitment to value diversity in the Department and the City.
- Perform related duties as assigned.

SELECTION CRITERIA

Applicants whose experience and training most closely suit the needs of the City may be selected for further testing/interviews. Falsifying information or lying during any stage of the selection/hiring process will make you ineligible for new or continued City employment.

KJM/tlm

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KJM/tlm

Candidate Supplemental Questionnaire

Please submit a completed Candidate Supplemental Questionnaire form along with your cover letter (with salary requirement) and resume. Failure to do so could disqualify you from further consideration in the selection process. Please also include an e-mail address.

PART I: EXPERIENCE OVERVIEW

Highlight all your professional work experience in the sections provided below. Use one row per position held. For example, if you have held four positions use four rows even if three positions were with the same employer.

Business Name / Location / Employment Dates	Number of Regular / Permanent Employees		Your Job Title	Highest Number Direct Reports	Describe Position's Primary Purpose or Function
	Entire Organization	Department/ Division			
<i>Example: Wide World of Widgets Sarasota, FL (08/05 – Present)</i>	800	15	<i>Benefits Manager</i>	7	❖ <i>Oversaw company's benefits, retirement, and FMLA programs</i>
					❖
					❖
					❖
					❖
					❖
					❖
					❖

PUBLIC WORKS DIRECTOR
Candidate Supplemental Questionnaire

PART II: EXPERIENCE IN SPECIFIC AREAS

Each question focuses on a particular area of responsibility associated with our Public Works Director position. This section is designed to allow you an opportunity to expand upon your professional experience as it relates to each of these vital areas. Since this is part of the selection process, it is to your advantage to fully and accurately provide the information requested.

DIRECTIONS:

Each answer should be typed and doubled spaced.

Along with each response, please include the following when discussing your experience:

- **Your employer(s) name**
- **Your job title(s) at the time**
- **Percentage of time spent performing those respective duties.**

1. Describe your professional experience in the public sector area.
2. Describe your work experience in the areas of water or wastewater treatment, water or wastewater distribution and water or wastewater collection.
3. Describe your experience in the areas of sanitation collection, facilities maintenance, fleet administration, transportation, engineering and other related areas.
4. Describe your level of management experience, including the number of years.
5. Describe your experience in employee development / training.
6. Describe your experience in dealing with bargaining units or labor groups.



Optional Employment Data Record

Completing ethnicity, gender, age and disability information is **OPTIONAL**; it is used for statistical reporting purposes only. It is **NOT** disclosed to the hiring department.

Position Applied for: _____ RC#: _____

Name: _____ Date: _____
Last First

Gender: Female Male

Disabled: Yes No

Ethnic Group:

White

Black

Hispanic

Asian

American Indian

Other

Age Group:

16 and under

17 – 20

21 – 29

30 – 39

40 +

Highest grade completed: _____

How did you hear about this position: _____

HOW TO APPLY

APPLICATION PACKETS MUST BE RECEIVED BY 5:00 P.M. ON THE POSTED CLOSING DATE.

Application packets include:

- Cover letter
- Resume
- Supplemental Questionnaire (Part I & II) – (you may make copies of questionnaire if you require additional space)
- Optional Employment Data Record

Application packets can be submitted in the following ways:

- By Mail
- By email: jobs@tempe.gov (application packet is in PDF and cannot be saved so you will need to first print & then scan your documents prior to emailing)
- Walk In - Applications are accepted between the hours of 7:30 a.m. to 5:00 p.m., Monday through Friday
- 24 Hour Drop Box - The drop box is located on the outside of the Human Resources building on 6th Street.
- **Faxes will not be accepted.**

Our address is:

City of Tempe
Human Resources Department
20 E 6th Street
Tempe, AZ 85281

Questions:

Please call (480) 350-8276